

# MAINTENANCE AND REPAIR REQUEST

Date: \_\_\_\_\_

Address: \_\_\_\_\_ Apt No. \_\_\_\_\_

Resident's Name: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments (including best time to make repairs): \_\_\_\_\_

\_\_\_\_\_

I authorize entry into my unit to perform the maintenance or repair requested above, in my absence, unless stated otherwise above.

\_\_\_\_\_  
Resident

## FOR MANAGEMENT USE ONLY

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date work ordered: \_\_\_\_\_ Vendor: \_\_\_\_\_

Work Done: \_\_\_\_\_

Date completed: \_\_\_\_\_

Unable to complete because: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord

UNAUTHORIZED USE PROHIBITED

For Members Only  
Apartment Association,  
California Southern Cities  
Approved Form #F80 - 1/06

